



**OFFICE OF THE COMPTROLLER
COMMONWEALTH OF MASSACHUSETTS**

**Department Head
Annual Approval of Statewide Enterprise Systems Security
CIW, HRCMS, MMARS & InTempo**

- 1) REVIEW** security reports for each enterprise system generated for your department. If changes are necessary, contact the appropriate system security administrator and submit all change requests for staff access as appropriate.
- 2) SUBMIT** this completed form to SecurityRequests@MassMail.state.ma.us by the due date indicated above.

☐ **I have reviewed all statewide enterprise system security reports for (3 digit dept code)_____** and I personally approve all statewide system accesses for agency staff to CIW and HRCMS, and approve all security roles and Department Head Signature Authorization Designations (DHSA) in MMARS. If I have made changes to security access for any enterprise system, these changes have been submitted to the appropriate system security administrator. This approval, along with any changes that may have been made as well as all restrictions and limitations, have been incorporated in our Departmental Internal Control Plan as mandated. I understand that failure to submit this approval evidence form to the Office of the Comptroller by the due date indicated above may result in delays in processing department requests.

Signature: _____

Date: _____

This form must be submitted electronically by June 30 each year

Please send this form to: SecurityRequest@massmail.state.ma.us

Or mail to: Office of the Comptroller, Security Administration,

Once Ashburton Place 9th Floor

Boston MA 02108

Please contact Clay Elkins-Barrantes at 617-973-2687 or Dan Frisoli at 617-973-2614 with any question you may have concerning this Annual Approval, MMARS Security, or for general security guidance.